

DISABILITY INSURANCE SPECIALIST II

PROMOTIONAL EXAMINATION

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL PROMOTIONAL FOR

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

POSITIONS EXIST

Positions exist statewide.

POSITION DESCRIPTION

The Disability Insurance Specialist II (DIS II) is the full journey level in the Disability Insurance Specialist series. Incumbents formulate and recommend policies and procedures on Disability Insurance program issues and opportunities for improvement; develop; operating guidelines, procedures, and training for statewide implementation or distribution. Incumbents prepare reports and correspondence, act as a technical consultant and/or serve on work teams. Incumbents may be assigned responsibility for a project having regional or statewide impact, or for coordinating activities in a particular subject matter or program area.

SALARY RANGE

\$4400 - \$5348 per month

EXAMINATION DATES

Final Filing Date: **April 14, 2009**

Interviews: It is anticipated that interviews will begin in May 2009.

FILING INSTRUCTIONS

All Examination Applications (STD 678) sent by mail, must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE**. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

MAILING ADDRESS:

Employment Development Department
Human Resource Services Div, MIC 54
Attention: DIS II Exam
P.O. Box 826880
Sacramento, CA 94280-0001

FILE IN PERSON ADDRESS:

Employment Development Department
Human Resource Services Division
Attention: DIS II Exam
751 N Street, 6th Floor Solar Building
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

NOTE: All applications must include "from" and "to" dates (month/day/year), time base, civil service class titles, and range. ("**Range**" is applicable to this examination; therefore applications should reflect the breakdown of "from" and "to" dates for time spent in each range). Applications received without this information may be rejected because of incomplete information.

REASONABLE ACCOMMODATIONS

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

SEE PAGE 2 FOR ADDITIONAL INFORMATION

COMPETITION LIMITED TO

- Employees who have a permanent civil service appointment with the Employment Development Department by the final filing date; or
 - Current or former employees of the Legislature with two or more years as defined in Government Code 18990; or
 - Current or former non-elected exempt employees of the Executive Branch with two or more consecutive years as defined by Government Code 18992; or
 - Persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.
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**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the EDD. Eligibility expires 12 months after it is established unless the needs of the services and conditions of list warrant a change in this period.

**REQUIREMENTS
FOR ADMITTANCE
TO THE EXAMINATION**

Note: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

EITHER I***Minimum
Qualifications***

One year of experience in the California state service performing the duties of a Disability Insurance Specialist I, Range B, or Disability Insurance Program Supervisor.

(Candidates who are within six months of completing the required experience will be admitted to the examination, but they must complete the required experience before they can be considered eligible for appointment.)

OR II

Four years performing technical or management work in the field of claims eligibility determination or adjustments under public or private insurance or health and welfare benefit plans. Three years of the required experience must have been in an analytical staff capacity.

(Experience in the California state service applied toward this pattern must include at least one year of experience performing the duties of a class with a level of responsibility not less than that of Disability Insurance Program Supervisor).

**EXAMINATION
INFORMATION**

This examination will consist of a Qualifications Appraisal Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

ORAL INTERVIEW – Candidates will be required to appear before a Qualifications Appraisal Panel (QAP) for an oral interview consisting of pre-determined, job-related questions.

CANDIDATES WHO DO NOT APPEAR FOR THEIR ORAL INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.

**SCOPE OF THE
EXAMINATION****A. KNOWLEDGE OF:**

1. Interview techniques.
2. Principles and practices of public administration and personnel management.
3. Office management principles and practices.

B. ABILITY TO:

1. Gather and analyze data.
2. Reason logically and accurately.
3. Comprehend written material and interpret and apply rules and instructions.
4. Communicate effectively.
5. Establish and maintain cooperative relations with others.
6. Analyze situations accurately and take effective action.
7. Analyze operations.
8. Develop standards, policies, and procedures for disability insurance programs.

**INQUIRIES ABOUT
THIS EXAMINATION**

The EDD encourages all potential applicants to read this entire bulletin. All inquiries about this examination should be directed to Brian Walsh at (916) 657-3948. Please refer to page 4 of this bulletin for additional examination information.

GENERAL INFORMATION

THE EMPLOYMENT DEVELOPMENT DEPARTMENT reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the Employment Development Department, Human Resource Services Division, (916) 654-6869, three weeks after filing his/her application if he/she has not received a Receipt of Application notice.

EXAMINATION APPLICATIONS (STD 678) are available at local offices of the Employment Development Department, at the State Personnel Board, and on the Internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

IF A CANDIDATE'S NOTICE of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Veterans Preference Points are not granted in promotional examinations. Competition is limited to those applicants who meet one of the criteria listed on page 2 of this bulletin. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at the EDD's Human Resource Services Division, at the State Personnel Board, and on the Internet at www.spb.ca.gov.

EMPLOYMENT DEVELOPMENT DEPARTMENT
Human Resource Services Division, MIC 54
P.O. Box 826880
Sacramento, CA 94280-0001
Telephone/Exam Hotline: (916) 654-6869
Web site: www.edd.ca.gov

California Relay Service for Hearing Impaired:
From TDD Phone: (800) 735-2929
From Voice Phone: (800) 735-2922

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.